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Director

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Camden County Department of Social Services
P.O. Box 70
Camden, NC 27921

RECRUITMENT ANNOUNCEMENT

POSITION: INCOME MAINTENANCE CASEWORKER II

GRADE: 62

BEGINNING SALARY: \$30,442.23

POSITION LOCATION: CAMDEN COUNTY DEPARTMENT OF SOCIAL SERVICES
117 NC HIGHWAY 343 NORTH, CAMDEN, NC 27921

PROGRAMS: FOOD AND NUTRITION SERVICES/FAMILY AND CHILDREN'S
MEDICAID/ ADULT MEDICAID/ WORK FIRST FAMILY
ASSISTANCE

MINIMUM EDUCATION AND EXPERIENCE:

One year of experience as an Income Maintenance Caseworker, or an equivalent combination of training and experience. (May be considered for hire as Income Maintenance Caseworker I to work against for one year to qualify for Income Maintenance Caseworker II position if otherwise qualified.)

PRIMARY DUTIES AND RESPONSIBILITIES:

Primary purpose of this position is to take and process applications and maintain cases in one or more of the above Income Maintenance Programs. Employee will be responsible for interviewing applicants to obtain predetermined data which, when verified, forms the basis for determining eligibility for assistance. The employee must be knowledgeable concerning state and federal program/areas of assignment; must have general knowledge of all agency and community programs and services which could affect the client/applicant; must be able to perform caseworker functions within structured time frames. Employee must be a team player and have excellent communication skills. Employee will also be required to assist in staffing an evacuation shelter in the event of an emergency caused by a natural or man-made disaster. Computer proficiency is required. A valid North Carolina driver's license and a vehicle for use at work is also required. Due to intake responsibilities, as well as other situations, employee may be required to work overtime hours. Work schedule is normally 8:00 a.m. to 5:00 p.m. from Monday through Friday.

RECRUITMENT PERIOD: APRIL 28, 2014 THROUGH 5:00 P.M. ON FRIDAY, MAY 16, 2014

HOW TO APPLY: NORTH CAROLINA STATE APPLICATION (PD-107) REQUIRED
May be obtained at Employment Security Commission of North Carolina
422 McArthur Drive, Elizabeth City, NC

SUBMIT TO: EMPLOYMENT SECURITY COMMISSION OF NORTH CAROLINA